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Executive Registry

64-6166

4 SEP 1964

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT: Recommendations Nos. 6 and 13 of the
Inspector General's Survey of the Office
of Personnel

REFERENCE: Your memorandum dated 8 July 1964, Subject:
Inspector General's Survey of the Office
of Personnel

1. This memorandum contains two recommendations for your approval. These recommendations appear in paragraphs 5 and 8 below.

2. Recommendation No. 6 of the Inspector General's Survey of the Office of Personnel is as follows:

"It is recommended that:

The Deputy Director for Plans instruct the Agent Panel of the Clandestine Services, with such support as necessary from the Office of Personnel and other components, to review the suitability of all staff agents, career agents, contract agents, consultants and contract employees of the Clandestine Services prior to overseas assignment and reassignment. This review should include consideration of security, medical and performance records and other factors bearing on suitability for such assignments. The review should be as similar as possible to the procedure followed for staff employees by the Overseas Candidate Review Panel as defined in [redacted]

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3. I agree that suitability reviews should be made of

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contract employees, agents and consultants prior to overseas assignment or reassignment. The Agent Panel is the appropriate mechanism for handling the reviews relating to agents. I doubt, however, that we should dilute its pre-occupation with agents by assigning it responsibilities in connection with consultants and contract employees. A Clandestine Services officer has recently been assigned responsibility for making a thorough study of our handling of contract personnel in all categories. I should like to obtain his recommendations as to how best to handle consultants and contract employees prior to making any assignments of responsibility in regard thereto.

4. Career agents already are receiving suitability reviews by the Agent Panel along the lines followed by the Overseas Candidate Review Panel. Staff agents have up to this time received their suitability reviews by the Overseas Candidate Review Panel. I strongly endorse the suggestion that the Agent Panel of the Clandestine Services assume responsibility for the suitability review of staff agents. I submit, also, that it would be logical for the suitability reviews of staff employees proposed for Clandestine Services assignments abroad to be conducted under the aegis of the DD/P instead of the DD/S. The mechanism exists for this in the Personnel Management Committee of the Clandestine Services. This matter, however, is tangential to the subject under consideration and so will be treated in more detail in a separate paper at a later date. The suitability review of staff agents and career agents can be handled by the Agent Panel as presently set up. The mechanics and logistics for making suitability reviews of contract agents need to be worked out and so this activity probably will not be fully assumed by the Agent Panel for about six months. I anticipate that within a similar period of time we shall have a system worked out for the handling of contract personnel in general.

5. I recommend that you approve recommendation No. 6 as modified by paragraphs 3 and 4 above.

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6. Recommendation No. 13 of the Inspector General's Survey is as follows:

"It is recommended that:

"a. The Director of Personnel revise the regulations governing the Overseas Candidate Review Panel to provide for the conduct of post mortems in all cases in which staff employees are returned from overseas for misconduct and related reasons. This post mortem should include a report on what action the employee's present and former supervisors took to deal with the problem and recommendations where indicated as to what should be done about supervisors who have not faced up to their responsibility.

"b. The Deputy Director for Plans revise the procedures governing the Agent Panel of the Clandestine Services Career Service Board to provide for similar post mortems and reporting on all non-staff personnel of the Clandestine Services returned from overseas from misconduct and related reasons."

7. Fortunately, the number of agent personnel who have needed to be returned from overseas for misconduct is small and there is no reason to expect that the number will increase. The Agent Panel should be able to conduct the recommended post mortems on agents without difficulty. Post mortems on non-staff personnel who are not in the agent category pose the same problems as do the suitability reviews referred to in the IG's recommendation No. 6. Here, again, I would like the opportunity to study recommended courses of action before deciding what component should have responsibility for the post mortems.

8. I recommend that you approve recommendation No. 13 b. as regards non-staff personnel in the agent category. A system for conducting centralized post mortems on other non-staff personnel will be decided upon and implemented within six months.

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9. While paragraph a. of recommendation No. 13 calls for a DD/S response, I again want to record my view that questions concerning the suitability and performance of employees serving in the Clandestine Services should be resolved by the Personnel Management Committee of the Clandestine Services or by a panel set up under it for these purposes.

[Redacted Signature]

Richard Helms
Deputy Director for Plans

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The recommendations in paragraphs 5 and 8 are approved.

[Redacted Signature]

for

30 Sept. 1964
Date

* See note on Buckship by

[Redacted Signature]

1 Oct 64

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Deputy Director for Plans

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Registry

2 - 3 for review and comment

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I. G.

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Executive Director

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3 to 5: We have reviewed the DDP memorandum of 4 September and we have no objection to the minor modifications made to the basic recommendations Nos. 6 and 13 of the IG Survey of the Office of Personnel. We recommend concurrence.

JSE

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6 October 1964

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Copy of  buckslip attached 25X
for ~~you~~ our records.

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File Personnel Survey Folder

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
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3	COPY OF Buckslip to DDS and DDP		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<p>Remarks: Mr. Kirkpatrick has approved DDP's minor modification to recommendations 6 and 13 of the IG Survey of the Office of Personnel, per the attached DDP memo. Inasmuch as DDS's proposals of 8 Sept are not altogether consistent with the DDP proposals of 4 Sept, the Executive Director requests that the DDP and DDS resolve the minor contradictions to provide for the modifications outlined in paragraphs 3 and 4 of DDP's 4 Sept memo.</p>			
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